

CLASS TITLE:

**GROUP PREPARATION AND
SELECTION COORDINATOR
(DCYF)**

Class Code: 02824000

Pay Grade: 33A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and coordinate the work of a staff engaged in recruiting, developing, and conducting comprehensive pre-service and other training programs for foster parents, relative caregivers, and adoptive parents; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a supervisor with wide latitude for the exercise of independent initiative and judgement; work is reviewed through conferences and submission of reports for compliance with policy, provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, directs and reviews the work of professional, technical and clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and coordinate the work of a staff engaged in recruiting, developing, and conducting comprehensive pre-service and other training programs for foster parents, relative caregivers, and adoptive parents.

To be responsible for the overall direction and administration of the Group Preparation and Selection program which provides pre-service to prospective foster parents, relative caregivers, and prospective adoptive parents, while evaluating and making final recommendation of appropriate "parents."

To work closely with local specialized schools, colleges and industry in developing educational and training programs for Group Preparation and Selection trainers.

To be responsible for planning, supervising and coordinating the work of the Group Preparation and Selection staff engaged in: planning content of training programs, in the use of training procedures and techniques, in developing training material and in evaluating the results of training; preparing course announcements, training bulletins, outlines, handbooks, aids, manuals and other instructional materials for use in programs; performing necessary research for programs; obtaining visual aids such as films and slides; maintaining records and controls in connection with training courses; demonstrating teaching methods, collecting information on, and making studies of, training needs; preparing reports of training activities; and preparing bibliographies of all available teaching and instructional material.

To make periodic evaluations of the Group Preparation and Selection program relative to determining training needs, independently, or in consultation with superiors or subject matter specialists.

To be responsible for the preparation of materials, the maintenance of records, the preparation of reports and the obtaining of visual aids.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, procedures and techniques of directing a training program for prospective foster parents and adoptive parents; a working knowledge of the problems affecting substitute caregivers; a working knowledge of the problems affecting children and their families; a working knowledge of the social casework techniques used in assisting children and their families; the ability to identify training needs and to develop programs in response to those needs; the ability to conduct and to supervise others in conducting training courses and programs; the ability to work with various public and private officials; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Education or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in a staff development, training or education program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 1994

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